

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: HRIS and Records Management Manager

CLASS CODE: 1525

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification plan, organize, direct, and control the daily activities of a human resources functional area and supervise subordinate staff.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Human Resources Series – Human Resources Management Group job family within the City of St. Louis. Incumbents perform a variety of complex duties. The distinguishing characteristics of this classification within the series include responsibility for planning, organizing and managing a human resources functional area.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the agency, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Drives and enhances the efficiency and effectiveness of the City's Enterprise Resource Planning (ERP) system and records management, in support of Human Resources (HR) administration and in alignment with the City's strategic objectives.

Manages the day-to-day operation of Human Resources Information Systems (HRIS); manages a team of assigned HR staff, ERP consultants, 3rd party resources, and software vendors.

Directs the functions responsible for administering the HRIS system and all its core HR processes and functionalities.

Develops strategy and roadmap for aligning HRIS services with the needs of the department and organization.

Maintains data integrity in systems by regularly analyzing data.

Ensures the HRIS system complies with all laws related to employee data privacy and security, including HIPAA guidelines.

Designs an efficient workflow process for the HRIS area, including establishing protocols for requesting changes to employee records.

Oversees all system upgrades and system additions in partnership with the Information Technology Services Agency (ITSA).

Ensures all HR-related systems are compliant with data protection laws.

Partners with ITSA to perform regular assessments and improvements to HRIS.

Manages HR systems vendor relationships, including development and oversight of contracts, service level agreements, statements of work, performance measures and escalated issue resolution

Researches technological and regulatory changes affecting areas of responsibility.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to manage and direct a group of employees, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as human resource policies, employment law, union contracts, grievances, classification studies, compensation plans, worker safety reports, employment law, employee examination programs, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals; interpret and develop descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds, such as office supplies.

Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of shapes and sounds to communicate with others and clearly distinguish objects.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.